

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 AUG 27 PM 5:01

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
Microsoft

Private Sponsor(s) (list all): _____

August 1st, 2018 - August 3rd, 2018

Travel date(s): _____

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$0 - no flights purchased	\$523.96 - two nights at \$229++ at Hyatt Regency	\$64.67 - breakfast, lunch, dinner on 8/2	\$155.10 - local transportation to/from campus and dinner 8/1-8/3

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Agenda with detailed descriptions attached. A full day of content covering Microsoft's products and initiatives. We had a discussion around TV White Space for Broadcast, a demonstration of upcoming Microsoft technologies, a demonstration of current Microsoft Partnership technologies, a HoloLens demonstration, a tour of the Envisioning Center, and a discussion around Microsoft's environmental technologies. Finished with a group meal at a local restaurant.

8/27/18

(Date)

HART CLEMENTS

(Printed name of traveler)



(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/27/18

(Date)



(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 AUG 27 PM 5:01

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Hart Clements

Employing Office/Committee: Senator Patty Murray

Private Sponsor(s) (list all): Microsoft

Travel date(s): August 1-3, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Redmond, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work on technology policy for the Senator and this trip will be an opportunity to tour a WA state facility and hear from technology experts about the work they are doing and how they interact with the public sector.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

6/27/18
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Patty Murray

Hart Clements

I, Senator Patty Murray hereby authorize Hart Clements
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

6/27/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

Clements, Hart (Murray)

From: Microsoft Congressional Staff Visit <msstaffvisit2018@microsoft.crgevents.com>
Sent: Tuesday, June 12, 2018 5:42 PM
To: Clements, Hart (Murray)
Subject: Official Invite - Please Respond - Microsoft August Visit
Attachments: Additonal Page.pdf; Agenda - Microsoft August Congressional Staff Visit .pdf; Invite List - Microsoft August Congressional Staff.pdf; private sponsor travel certification Senate form August (002)_SIGNED.pdf

Greetings,

Microsoft is thrilled to invite you to visit our headquarters in Redmond, Washington on August 2nd, 2018. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications for innovation.

Attached you will find a full agenda, invite list, and ethics forms to be submitted for approval. **To formally register, immediately respond to this Official Invitation and submit the attached forms to Ethics for approval.**

We will only be able to accept a limited number of staff members and will let you know within two weeks of your RSVP to this mail if your attendance has been confirmed. At that time we will send a registration link to upload your travel and biography information.

Please note that once you have received your approval from Ethics, you will need to return a copy of your approval to this inbox. We understand that this likely won't be finalized until mid-July. Microsoft will be providing a group flight on August 1st and 3rd, a two-night hotel stay, and meals on August 2nd.

We hope you will consider joining us in the Pacific Northwest! Do not hesitate to reach out to msStaffVisit2018@microsoft.crgevents.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

Please RSVP to this official invite by June 20th with your availability.

Thank you,
Kelly Eaton

Director, Microsoft

Eric
Microsoft Congressional Staff Visit Planning Team

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Microsoft
-
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
-
3. Dates of travel: August 1st - August 3rd, 2018
-
4. Place of travel: Washington DC to Redmond, WA
-
5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
-
6. I *certify* that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- [OR]**
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii). (*see question 9*).
-
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- [AND]**
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
-
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- [AND]**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft hosted a trip the last four years and previously hosted trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and

tours) on its multiple campuses that educate and bring together business partners, employees, students,

& the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	See additional Page attached	See additional page attached	See additional Page attached	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft

researchers and technologists while also visiting/participating in tours like the Innovation Lab.

19. Name and location of hotel or other lodging facility:

Hyatt Regency Bellevue

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging is \$244 for August.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses meet per diem rates and lodging expenses meets the per diem rate of August for
official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy only. Alaska Flight 0003 and Alaska Flight 0004. Ground transportation is also being provided from the hotel to Microsoft Campus, dinner, and return to hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Kelly Eaton; Director

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 202-831-6468

Fax Number: n/a

E-mail Address: Kelly.Eaton@microsoft.com

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith Estimate	N/A	\$229+tax/night at Hyatt Regency Bellevue	1 day of meals on 8/2, at \$74 (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner + tax + gratuity); we will stay below the \$74 per diem per employee with our restaurants and at Microsoft	N/A



Microsoft 2018 Congressional Staff Visit Agenda

Wednesday August 1, 2018			
Start	End	Event Location	
6:40 pm	9:25 pm	Travel from Washington D.C. to Seattle	Alaska Flight AS0003 Departing at 6:40 pm and Arriving at 9:25 pm
10:00 pm	10:30 pm	Arrival at Hyatt Regency Bellevue	900 Bellevue Way NE, Bellevue, WA 98004

Thursday August 2, 2018			
7:45 am	8:00 am	Meet in Hotel Lobby	
8:00 am	8:45 am	Travel from Hotel to Microsoft Campus	
		Executive Briefing Center	
8:45 am	10:00 am	Introductions / Welcome to Microsoft Presentation	Frank Cavaliere, Senior Director, Congressional Affairs
10:00 am	11:00 am	Envisioning Center Tour – Demonstration of Microsoft's future technology projects for the home and office	
11:00 am	12:00 am	Microsoft Airband Initiative Discussion – Discussion on Microsoft's policy goals and initiative for rural broadband access	Vickie Robinson, Director, Microsoft Airband Initiative
12:00 pm	12:15 pm	Shuttle to Commons	15255 NE 40 th St Redmond, WA 98052
12:20 pm	1:20 pm	Lunch in the Commons	
1:20 pm	1:30 pm	Shuttle to Building 92	
1:30 pm	2:30 pm	Hololens Demo – Demonstration of Microsoft's Augmented Reality Technology and Applications	
2:30 pm	2:40 pm	Travel to Treehouses	
2:45 pm	3:45 pm	Conversation for AI for Earth – Discussion on how Microsoft's AI is making an impact	Lucas Joppa, Chief Environmental Officer
3:45 pm	4:00 pm	Travel to Red West C	
4:00 pm	5:00 pm	Tour of the Digital Crimes Unit – Presentation of Microsoft's tactics and strategy in the fight against cybercrime	
5:00 pm	6:00 pm	Travel to Seattle for Dinner	Red Cedar & Sage 1501 Pike Pl Ste 200, Seattle, WA 98101
6:30 pm	8:30 pm	Dinner and Closing Conversation	
9:00 pm		Return Shuttle to Hyatt Regency Bellevue	
11:30 pm		Final Shuttle Returns to Hyatt Regency Bellevue	

Friday August 3, 2018			
5:30 am		Meet in Hotel Lobby and Check-out	
5:45 am	6:15 am	Travel from Hyatt Regency Bellevue to SeaTac Airport	
8:10 am	4:05 pm	Travel from Seattle to Washington D.C.	Alaska Flight AS0004 Departing at 8:10 am & Arriving at 4:05 pm

August 2018 Microsoft Congressional Staff Visit Official Invite List.

Count	Last Name	First Name	House	Office	Party	Title
1	Armijo	Natalie	House	Lujan Grisham	Democrat	Chief of Staff
2	Daniel	Tanner	House	David Scott	Democrat	Legislative Assistant
3	Drane	LaDavia	House	Clarke	Democrat	Chief of Staff
4	Ferro	Jon	House	Collins	Republican	Counsel
5	Locke	Halimah	House	Small Business	Democrat	Staff
6	Petersen	Scott	House	Costa	Democrat	Deputy Chief of Staff
7	Renteria	Alejandro	House	Correa	Democrat	Legislative Director
8	Stanberry	Charlyn	House	Yvette Clarke	Democrat	Legislative Director
9	LaSalle	Kenny	House	Cardenas	Democrat	Staff Assistant
10	Matt	Svetlana	House	Yvette Clarke	Democrat	Legislative Assistant
11	Evans	Rodney	Senate	Lee	Republican	LC
12	Jenkins	Mary Margaret	Senate	Sen. Roger Wicker	Republican	Legislative Correspondent
13	Sandora	Stephen	Senate	Sen. Capito	Republican	Legislative Assistant
14	Parikh	Riki	Senate	Bennet	Democrat	Counsel
15	Hart	Clements	Senate	Murray	Democrat	Legislative Aide